

FY23 One Stop FAQ

General Process

Q: Where do I find the EOI and Full Application deadline dates?

A: Please refer to the [Notice of Funding Availability \(NOFA\)](#) for all important dates related to the One Stop. Note: The EOI deadline is 11:59 PM on March 18, 2022. Applicants may submit the Full Application(s) anytime between May 2, 2022 and June 3, 2022. The final deadline to submit Full Applications is 11:59 PM on June 3, 2022.

Q: Where do I submit the EOI and Full Application?

A: The One Stop EOI and Full Application are submitted via the [IGX Platform](#). Templates of both the EOI and Full Application are also available on the [One Stop](#) website, however the templates are for draft purposes only.

Q: Does the online form allow an applicant to start the application and save work in progress?

A: Yes, up until the posted deadlines, users will be able to log in and out of the system at any time to work, and save the progress, on their application(s). Applicants are encouraged to save their work often, as the system will generate alerts indicating any errors on a form that may need to be addressed before each section can be marked as complete.

Q: Does the referral process get my project any special consideration for programs outside of the One Stop?

A: No, a One Stop referral does not give the project any special consideration or guarantee of funding from other sources. The One Stop team will provide information about the other program(s) and alert the program staff of the referral. However, it will be up to the applicant to follow and comply with the application process and guidelines provided by the grant programs outside of the One Stop.

Q: How do I know if my One Stop application be impacted by the new Multi-Family Zoning Requirement for MBTA Communities?

A: Please visit www.mass.gov/mbtacomunities for all information related to the Multi-Family Zoning Requirement for MBTA Communities.

Q: Why is Chapter 43D Expedited Local Permitting no longer listed as a One Stop program?

A: The 43D Expedited Local Permitting is no longer listed as a One Stop program because it is not a grant program. However, eligible applicants can still indicate their interest in pursuing 43D designation when completing Section 2 of the Full Application. Please visit the [Chapter 43D - Expedited Local Permitting webpage](#) for more information on 43D designation.

Q: We are a Rural & Small Town designated community, are we therefore ineligible for Housing Choice Designation?

A: No. It is possible for a community to be both a Rural/Small Town and a Housing Choice Community. Rural/Small Town is an automatic designation that is based on the municipality's population figures. The Housing Choice designation is available to any community that meets

certain requirements and seeks that designation through an application process directly with DHCD. Communities that would like to apply for Housing Choice designation should visit the [2022 Housing Choice Designation](#) webpage.

Q: Is there an opportunity for two organizations to submit a single joint application?

A: Yes! Collaboration is highly encouraged within the One Stop. When completing the Full Application, all applicants will be asked whether they are submitting a formal joint application between two or more entities. If the answer to this question is “Yes”, the applicant will have the opportunity to list all partner entities.

Using the IGX Platform

Q: My organization is new to the One Stop – how do I register a new organization?

A: If your organization is new to IGX, the CEO or Authorized Official (AO) for your municipality or organization must register the organization. To begin, click the “New Organization? Register Here” link and follow the prompts. Once the CEO or AO registers your organization, they will receive an email notification from the system confirming the designation as a Grant Administrator.

Q: When registering my organization, I am asked for a DUNS and a SAM number. What are these numbers and are they required to register in IGX?

A: The Data Universal Numbering System (DUNS) and System for Award Management (SAM) numbers are unique identification numbers that are commonly used for government funding tracking purposes. The DUNS and SAM fields on the IGX registration form are both optional and are not required to register for the One Stop.

Q: Who should be the Grant Administrator?

A: The Grant Administrator(s) for each organization should be the lead person(s) in the organization that is/are authorized to submit applications on behalf of the organization, and if awarded, is in a position to manage the contracting. At least one of the Grant Administrators should be the authorized signatory of the organization or a designee acting on behalf of the authorized signatory.

Q: How long should it take to receive a response after registering a new organization in the IGX system?

A: New organizations should be verified and approved by One Stop staff within 3 business days.

Q: I am a consultant and will be working on applications for multiple organizations. Do I need to create multiple accounts?

A: No, you should only have one account in the IGX system, however each organization that you are assisting will need to be registered within IGX. The organization’s Grant Administrator can add consultants to their organization. Consultants will be able to work on EOI and Full Applications, however they will not be able to create or submit a new form on behalf of the applicant organization.

Development Continuum

Q: I am not sure where my project falls within the Development Continuum. What are the best resources to help me understand where to apply within the Full Application?

A: If you are unsure, the best way to understand where your project falls on the Development Continuum is by submitting an [Expression of Interest](#). The EOI review team will provide feedback on your projects, including where they fall within the continuum and which programs best align with the funding needs. You can also visit the [One Stop Development Continuum](#) webpage for details on each section of the Development Continuum. Finally, [Virtual Session 2: One Stop Application Guidance Webinar](#) walks through a series of application scenarios meant to help you understand where your project fits within the Full Application.

Q: Is there funding available in the Building category for facade improvements?

A: The Building category is mainly supported by the [Underutilized Properties Program](#) and the [Collaborative Workspace Program](#). Generally, projects focused on building facade improvements would not be funded by these programs. Please review each program's guidelines for more information.

Q: Where do predevelopment projects fall within the Development Continuum?

A: Predevelopment & Permitting is no longer a standalone Development Continuum category. Applicants may now request funding for predevelopment and permitting activities directly within the Site Preparation, Buildings, and Infrastructure sections of the application.

Q: Are projects to install broadband allowed within the Infrastructure category?

A: At this time, projects to install broadband are not supported by any of the programs within the One Stop.

Q: Are there programs within the One Stop that fund the design, repair, or construction of municipal buildings?

A: The programs within the One Stop generally do not provide funding for repairs and/or improvements to municipal buildings to support continued municipal use. However, there are funding opportunities for projects that are in the planning, predevelopment, or construction phase of preparing a municipal building for future private use.

Q: Does the One Stop provide funding for projects related to tourism?

A: The programs within the One Stop generally do not support projects specifically related to growing tourism. Applicants interested in seeking support for enhancing tourism in their communities should explore the grant programs offered by [Massachusetts Office of Travel and Tourism](#).

Q: How can municipalities access funds to implement placemaking projects?

A: Municipalities may now apply for funding through [Commonwealth Places Program](#) for projects in 2023 and beyond. Please review the [program guidelines](#) to learn about the types

of projects that are eligible under this program as well as information about the program's match requirements, which have recently changed.

Expression of Interest (EOI)

Q: Who can submit an Expressions of Interest? Is it only allowed to be submitted by municipalities or can a developer submit? Can a municipality delineate possible private projects?

A: Any entity, including a private developer, may submit an Expression of Interest. Generally, it should be submitted by the entity that is the project proponent. That said, a municipality may submit project applications that delineate related and/or directly leveraged private projects in their town. In this case, it is expected that the municipal applicants will coordinate with its partners for the submission.

Q: Is it true that an Expression of Interest (EOI) containing multiple projects must be submitted by February 4, 2022?

A: For the FY23 Round, all EOIs submitted by the March 18, 2022 deadline may contain up to two (2) project proposals. However, EOIs submitted by February 4, 2022 may include up to five (5) projects.

Q: If an Expression of Interest is submitted earlier than the March 18 deadline, will the review start earlier? How quickly will we receive feedback?

A: Yes. Expressions of Interest will be reviewed on a weekly basis in the order they are received. Applicants will receive a single response representing the input from all agencies. Applicants are strongly encouraged to submit Expressions of Interest as early as possible.

Q: If I don't submit an EOI can I still submit a full application?

A: Yes. Although it is highly encouraged, the EOI is an optional step in the One Stop process and is not required to submit a Full Application.

Q: Can I apply for projects that were not included on my EOI?

A: Yes! It is also important to note that applicants that do submit an EOI are not bound by the projects that they propose. Applicants may choose not to move forward with certain projects and/or may choose to submit a Full Application for projects that were not included on their EOI.

Q: If I submit an EOI, is that enough to be considered for funding?

A: No, the EOI is a tool for applicants to get feedback on their projects before starting their Full Applications. Applicants must complete a Full Application in order to be considered for funding through the One Stop.

Q: Can I upload documents into the EOI?

A: No, it is not necessary to include attachments in the EOI. The EOI form allows applicants to briefly describe their projects' scopes, timelines, and other basic information. The Full Application is where applicants will have the opportunity to get into the details of their projects and will be asked to upload attachments.

Q: We are a city that plans on submitting an application in partnership with a local nonprofit. Should the non-profit submit an EOI separate from the city's EOI?

A: It is only necessary for one of the partner organizations to propose a joint project on an EOI. As there is a limit to the number of projects proposed per EOI, partner organizations should coordinate to make sure they are getting the most out of their EOI feedback.

Full Application

Q: Does the basic applicant information get auto-populated from last year's application?

A: No, applicant information will not transfer from applications submitted in the last round. However, applicants that submit an EOI during the current round will see that Section 1 of the Full Application is auto-populated with the information entered in Section 1 of the EOI.

Q: If we submit an EOI and Section 1 of the Full Application auto-populates, will we be able to edit that information?

A: Yes, any information in Section 1 that is auto-populated from the EOI can be edited in the Full Application.

Q: Is a letter of support from the municipal leadership of the community where the project is located required in order to qualify for funding?

A: In Section 2 of the Full Application, all applicants will be required to attach a letter of acknowledgement from the local municipal CEO or provide a brief explanation if they are unable to attain a letter. However, the letter is intended to demonstrate knowledge of and support of the project by local officials and is not a requirement for receiving a grant.

Q: For regional applications, is a letter of support required from each municipality included in the application?

A: Only one letter of support (or an explanation if unavailable) is required in Section 2 of the Full Application in order to submit, however in the case of a joint application it is recommended that the applicant include a letter of support from each partner community.

Q: If a municipality and a non-profit from the same town are applying, are you likely to fund only 1 of the 2 within a community?

A: Applications are judged on a project by project basis and there is no limit to the number of awards that can be granted within a single community. In the last round, there were many instances of multiple projects within the same community receiving awards.

Q: A community wants assistance first, developing a mixed-use overlay zoning district for its downtown and second, developing a town-wide workforce housing bylaw. Are these 2 projects or 1?

A: This would be two projects and would require two separate Full Applications.

Q: My community owns a site that we would like to prepare to attract private development. We need to complete site preparation work but also will have to make enhancements to public infrastructure to serve the future development. Should we apply to both the Site Preparation and Infrastructure categories in this round?

A: The Development Continuum is a linear scale designed to identify that status of a project within the development lifecycle. Almost every project will fit into a single Development Continuum category. In this case, site preparation needs to be completed before the municipality can go to market to solicit private development. They should be focused on applying through the Site Preparation category in this round of the One Stop. Once the site work is done and the municipality have identified a developer and end use for the site, they should then return to apply for Infrastructure funding in a future round.

Q: We are considering submitting two applications for projects that fall within the same Development Continuum category. Is this allowed?

A: There is no limit to the number of applications that an organization can submit, however applicants should be aware that similar projects submitted within the same Development Continuum category will naturally compete against each other. In this case, applicants should consider prioritizing their projects and submitting the top priority project.

Q: Does this hold true even if the projects would be funded by different grants within that category?

A: If an applicant is confident that the projects submitted within the same Development Continuum category best align with different grant programs, the chance of the projects competing against each other will decrease.

Q: Is completion of the RMAT Climate Resilience Design Standards Tool required for all applications?

A: This year, completion of the RMAT Climate Resilience Design Standards Tool is only required for applicants submitting projects within the Infrastructure section of the application. For instruction on how to complete the RMAT tool, please view [Virtual Session 3: Technology Webinar](#).

Q: Is there preference for projects that include a match?

A: We recommend reviewing the guidelines for each One Stop program as requirements and preferences will vary. Links to each program's guidelines can be found on the One Stop website: www.mass.gov/onestop.

Q: I don't see the opportunity to submit multiple projects within the Full Application. Are applicants only allowed to submit one project?

A: There is no limit to the number of Full Applications that an organization can submit. However applicants should only include one project per application, therefore an applicant may create multiple applications in the One Stop to submit additional projects for consideration. We recommend tracking the unique application number for each application (ex. FULL-FY23-Project Location-Organization-00001). A great resource to understand how to navigate the Full Application is [Virtual Session 2: One Stop Application Guidance Webinar](#).

Q: I am working on a Full Application and cannot find the "Submit" button. Why am I not able to submit?

A: There are two reasons why a user may not see the "Submit" button in the Full Application:

1. The user may be working on the application outside of the Full Application submission period. Although applicants were able to open and work on Full Applications beginning in January, Full Applications may only be submitted between May 2 and June 3, 2022.

2. The user may be registered as “Grantee Staff” within their organization. Users with the Grantee Staff role are allowed to work on the Expression of Interest and/or Full Application but may not submit. If the user is an Authorized Official within their organization, meaning they have the authority to submit an application on behalf of the organization, they should contact a Grant Administrator within their organization to upgrade their role to “Grant Administrator.”

Application Review and Award

Q: Are all projects evaluated at one time, competing for a limited pool of funding?

A: The One Stop is a portal that allows applicants to access multiple funding sources through a single application, however each grant within the One Stop still exists independently. All applications will be reviewed by the programs that best align with the project’s funding needs. Although the review is coordinated and collaborative, each program will make their own award decisions based on their program budgets and evaluation criteria.

Q: How long does the review process take and when can I expect to receive a notice of funding decision?

A: The Collaborative Review process begins immediately following the Full Application deadline. Programs will review applications over the course of the summer and are expected to issue funding decisions in the fall of 2022.

Q: If awarded a grant, do funds need to be expended by the end of the calendar or fiscal year or can they cross additional fiscal years as needed?

A: The length of contract terms and/or spending requirements will vary by program. Applicants are advised to consult the guidelines of the programs within the categories of funding. Please reference the [Notice of Funding Availability \(NOFA\)](#) for more information.

Q: Are funds disbursed on a reimbursement basis and what is the timing for allowable expenses to be included within an application budget? Can funds be provided to other entities as subcontractors?

A: Disbursement policies will vary by program. Grantees should discuss disbursement with the program manager during contracting. Please reference the [Notice of Funding Availability \(NOFA\)](#) for more information.

Q: What are the reporting requirements associated with One Stop grant awards?

A: Reporting requirements vary by program. Applicants are advised to consult the guidelines of the programs within the categories of funding. Please reference the [Notice of Funding Availability \(NOFA\)](#) for more information.

Q: Do the grant funds trigger prevailing wage?

A: The Massachusetts prevailing wage law (G.L. c. 149, §§ 26-27) establishes minimum wage rates for workers on “public works” construction projects. In general, the contractors hired by a public entity for a construction project are required to pay prevailing wages. The

prevailing wage law does not apply to private projects, and the receipt of a grant or other state financial assistance does not turn a private construction project into a public one. However, if a private entity undertakes a public project on behalf of a municipality or other public entity, the contractors performing that work must pay prevailing wages. There are many factors that determine whether a project nominally undertaken by a private entity is, in fact, “public work” being undertaken for a public entity. Private applicants who plan to partner with a public entity on a project funded through the One Stop should consult with their legal counsel for guidance about whether the prevailing wage law might apply.